

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 18-2014	POSITION: Paralegal Specialist
POSITION GRADE & SERIES: CS-950-11	SALARY RANGE: \$56,271 - \$61,698 pa only**
OPENING DATE: 06/12/2014	CLOSING DATE: Open Until Filled
IF OPEN UNTIL FILLED – FIRST SCREENING DATE: 06/25/2014 and every 15 days thereafter	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Public Safety Division Criminal Section 441 - 4 th Street, NW Washington, D.C. 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: 8:00 am - 4:30 pm Monday - Friday
PROMOTION POTENTIAL: None	DURATION OF APPOINTMENT: Permanent

Collective Bargaining Unit: This position is in the collective bargaining unit represented by AFSCME, Local 2401 and you may be required to pay an agency service fee through direct payroll deduction. **This position is budgeted at CS-11/01 to CS-11/04.****

The Criminal Section prosecutes adults who commit certain types of offenses within the District of Columbia. Specifically, the Section prosecutes all traffic offenses, including the prosecution of drivers impaired by alcohol and/or drugs; quality of life offenses, including the unlawful possession of unregistered firearms and ammunition, all offenses relating to disorderly conduct and possession of false identification to purchase alcohol, as well as indecent exposure, including indecent exposure to minors; fraud of government agencies, including tax fraud, welfare fraud, and other specific offenses.

BRIEF DESCRIPTION OF DUTIES: Assists attorneys with the preparation of case files including the preparation of discovery materials to be provided to defendants, the preparation of subpoenas and court notices, and requesting and obtaining necessary documentation from outside agencies. Other critical duties include the closing of cases once a final disposition has been reached and the proper filing or disposal of closed case files. This requires the entry of accurate information into the Pro Law databases. Accuracy is imperative for accurate statistics. Conducts the research for and drafting of the government's responses to motions to seal. May attend court hearings to provide legal support necessary for litigation. Provides reports, analysis, and other information regarding status of cases or relevant procedural issues, as appropriate. Required to staff the arraignment court on Saturdays and holidays, must be able to work occasionally on Saturdays and holidays.

QUALIFICATIONS: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent at a level of difficulty and responsibility to at least the CS-09 grade level in the normal line of progression. Specialized experience may have included conducting information collection and researching statutes and precedents; case management, such as writing opinions, legal memoranda, litigation reports or affidavits; responding to discovery requests and assisting with trials; assisting in the preparation of paperwork necessary for processing and completion of a case; discovery, e-discovery or FOIA litigation work, including document reviews; or experience with processing documents in legal case management databases.

SUBSTITUTION OF EDUCATION: Substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. **Time in grade restrictions** must be met by the closing date of this vacancy announcement.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience,

education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Thorough knowledge of DC and Federal rules of evidence and civil procedure, as well the litigation process and court procedures.

Ranking Factor #2: Skill in planning and organizing investigations.

Ranking Factor #3: Ability to perform advanced legal research sufficient to compose correspondence, verify citations and statutory references.

Ranking Factor #4: Ability to process legal documents accurately; evaluate data in response to complex, sensitive requests or specialized areas of litigation.

Ranking Factor #5: Ability to communicate effectively orally and in writing.

****Due to budget restrictions -- This position is budgeted at \$56,271 to \$61,698 per annum ONLY.****

CONDITIONS OF EMPLOYMENT: Employee is required to work occasionally on Saturdays and holidays.

EMPLOYMENT BENEFITS: This is a Permanent Appointment in the Career Service. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment subject to Civil Service Retirement (CSRS), contributions to CSRS will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT : A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident **AT THE TIME OF APPLICATION** for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace. **A background investigation will be conducted.**

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligibles for the District of Columbia's Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position, if found qualified. Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Re-employment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

HOW TO APPLY: Candidates may apply in person or send a completed **DC-2000** Employment Application to The Office of the Attorney General for the District of Columbia, Human Resources Section, located at Judiciary Square Bldg., 441 - 4th Street, N.W., Suite 1100s, Washington, D.C. 20001. Resumes will be accepted, **in addition to**, the DC-2000 job applications by the closing date of the announcement. Applications may be sent via e-mail to: OAG.Recruitment@DC.GOV.

For the purpose of employment, resumes are not considered DC Government job applications. Applicants submitting resumes must also attach a DC-2000 job application in order to be considered for any vacancy. Applications received outside the area of consideration and/or after the closing date will not be given consideration. Inquires related to employment and job applications should be directed to L. Dodson, (202) 724-6632. Applicants will only be notified if an interview is granted.

EEO: The District of Columbia Government is an Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color,

religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE MADE BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF
THE ATTORNEY GENERAL ONLY**